

# *Maine EMS Policy/Procedure*

---

**Policy/procedure Author:** Drexell White

**Policy/procedure regarding:** Written Examination Security

**Policy/procedure:**

## **I. Definitions:**

**Answer Keys** – are the documents provided by Maine EMS that denote the correct answers for questions contained in the Maine EMS Intermediate and Paramedic written exams. Answer keys are provided by Maine EMS to the regional offices on “transparencies” in order to facilitate correction of exams.

**Gatekeeper** - is a Maine EMS State staff member, a Maine EMS Regional Coordinator, or other person(s) appointed by the region and approved of by Maine EMS whose responsibility it is to ensure the secure storage, access, and accountability of Maine EMS written examination booklets and answer keys in accordance with this policy.

A Regional Coordinator may appoint (subject to Maine EMS approval) additional Gatekeepers as required. Regional education coordinators or Maine EMS certified Instructor/Coordinators are not eligible to be regionally appointed (additional) Gatekeepers.

**Examination Proctor** - is a Maine EMS State staff member, a Maine EMS Regional Coordinator, or other person(s) appointed by the region and approved of by Maine EMS whose responsibility it is to administer Maine EMS written examinations in accordance with this policy. A Regional Coordinator may appoint (subject to Maine EMS approval) additional Examination Proctors as required. Regional education coordinators or Maine EMS certified Instructor/Coordinators are not eligible to be regionally appointed (additional) Examination Proctors.

## **II. Distribution**

- A.** Examination booklets and answer keys are supplied to the regional offices by Maine EMS. Requests for examination booklets and answer keys, or requests for replacement of marked or damaged booklets, shall be forwarded to Maine EMS. Maine EMS will ensure that adequate written examination booklets and materials are available to the regional offices.

*Page 1 of 4*

*This policy/procedure represents the working opinion of Maine EMS and may be withdrawn or modified at any time. Any such changes will be forwarded in writing to the regional EMS offices*

*H:\USERS\EMSSHARE\EXAM\Exam Admin Manual\2003 Manual\Appendix A - Exam Security Policy\Exam Security Policy 21502.DOC*

*Revision Date – 2/15/02*

- B. Examination booklets and answer keys will be shipped via UPS/certified mail or may be "hand carried" by a MEMS Gatekeeper or Examination Proctor.

### **III. Storage**

- A. Examination booklets and answer keys will be stored in a locked cabinet approved by Maine EMS. Access to the cabinet will be limited to authorized Gatekeepers.

### **IV. Access/Review**

- A. Review of written examination booklets is restricted to the review that is required in order to check the written examination booklets for marks or damage. Access to the examination booklets (for such a review) is restricted to Gatekeepers.
- B. No review of examination booklets is allowed except as provided in section "A", above, or (in the case of examinations authored by Maine EMS) as required by the Examination Committee within the scope of its duties.
- C. No reproduction, by any means, of examination booklets authored by the National Registry of EMT's is allowed. No reproduction, by any means, of examination booklets or answer keys authored by Maine EMS is allowed except by expressed written consent of the Maine EMS Office.

### **V. Accountability**

- A. **Maine EMS** - Maine EMS will insure written examination accountability by:
  - 1. maintaining a central database of examination booklet numbers; distribution locations; and, authorized Gatekeepers and Examination Proctors.
  - 2. performing monthly inventories of examination booklets stored at Maine EMS.
  - 3. performing inventories on an as needed basis when booklets are received or distributed from the MEMS office.
  - 4. performing annual regional office inspections consisting of inventory verification and review of regional records and procedures.
  - 5. establishing a standardized reporting method and form for examination booklet inventory and control.
  - 6. immediately reporting to the National Registry of EMT's (NREMT) any discrepancy involving NREMT examination booklets or materials.

**B. Regional Offices** - Regional EMS offices will insure written examination accountability by:

1. appointing Gatekeepers and Examination Proctors (subject to Maine EMS approval).
2. limiting access to the examination storage cabinet to approved Gatekeepers.
3. providing ongoing oversight of regional examination practices and procedures.
4. performing monthly inventories of examination booklets and answer keys stored at the regional office.
5. performing inventories on an as needed basis when booklets or answer keys are received or distributed from the regional office
6. immediately reporting to Maine EMS, any and all discrepancies discovered regarding the examination process.
7. following all requirements of the examination security policy.

**C. Gatekeepers** - Gatekeepers will insure written examination accountability by:

1. ensuring that the examination storage cabinet is securely locked, and that when the cabinet is unsecured, that an approved Gatekeeper is physically present in the room.
2. reviewing examination booklets for evidence of damage or "markups".
3. distributing examination booklets and answer keys to approved Examination Proctors, and documenting distribution on forms provided by Maine EMS.
4. inventorying and securing examination booklets and answer keys upon their receipt/return to the regional office. Should there be a delay from the time that the Gatekeeper receives the examination booklets and answer keys from the Examination Proctor and the booklets and answer keys are returned to the regional storage cabinet (e.g. weekend exam, evening exam), the Gatekeeper will ensure that the examination booklets, answer keys and score sheets are in a locked container in a secure area under the immediate control of the Gatekeeper. The Gatekeeper will return the examination booklets and answer keys to the regional storage cabinet as expeditiously as possible following receipt of the examination booklets and answer keys from an Examination Proctor.
5. immediately reporting to the regional coordinator, any and all discrepancies discovered regarding written examinations.
6. following all requirements of the examination security policy.

**D. Examination Proctors** - Examination Proctors (EP) will insure written examination accountability by:

1. inventorying and signing for examination booklets and answer keys received from a Gatekeeper.
2. maintaining examination booklets and answer keys in his/her immediate possession before and after an examination and maintaining control of the examination booklets and answer keys during the examination. Should there be a delay from the time that the EP receives the examination booklets and answer keys, and the examination is given ( e.g. weekend examination), or from the time an examination is given and the booklets and answer keys are returned to the Gatekeeper (e.g. weekend exam, evening exam), the EP will insure that the examination booklets, answer keys and score sheets are in a locked container in a secure area under the immediate control of the EP. The EP will return the examination booklets and answer keys to the Gatekeeper as expeditiously as possible following the completion of the written examination.
3. immediately reporting to the regional coordinator, any and all discrepancies discovered regarding written examinations.
4. following all requirements of the examination security policy.

## **VI. Documentation**

- A. Maine EMS will provide regional offices with a standard examination booklet inventory and accountability log for use by approved Gatekeepers and Examination Proctors.

**Background statement:** This policy has been developed to ensure that the written examinations used by Maine EMS are stored, distributed, and utilized in a secure manner.

**Policy/procedure Date:** Approved by the Maine EMS Examination Committee - 1/20/98  
Approved by Maine EMS - 1/28/98.  
Revision - Clarification of definitions - 3/20/00  
Revision – Inclusion of “answer keys” definition and reference in document – 2/15/02

**Expiration Date:** None